

**REGULAR BOARD MEETING - BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION (BPTC) JUNE 25, 2013, 5:30 P.M.**

In the Edward J. Kuntz Board Room of the Bloomington Transit Operating Facility, 130 W. Grimes Lane, Chairman McConn convened the regular meeting of the Board of Directors of the Bloomington Public Transportation Corporation.

**ROLL CALL**

Board Members present: Chairman McConn, Vice Chairman McDaniel, Secretary Cartwright, Board Member Hasler and Board Member Obermeyer. Also present were Lewis May, General Manager, Brenda Underwood, Human Resources/Marketing Administration, Christa Browning, Controller, Ian Patton, Operations Manager, and there were no members of the public.

**PETITIONS AND COMMUNICATIONS**

There were no petitions and communications.

**MESSAGES FROM BOARD MEMBERS**

There were no messages from Board Members.

**MESSAGES FROM THE MANAGER**

Mr. May opened with an update of the Proposed 2014 Budget. Mr. May presented a PowerPoint on the Preliminary 2014 Budget. A total budget of \$8,0362,524 was proposed by Mr. May for the 2014 calendar year. This represents a 3.79 percent increase over the 2013 total budget. Notable highlights of the 2014 budget included continuation of existing service levels from 2013 into 2014; across the board wage increases of 2.5 percent increase; PERF line item increase from 10 percent to 13.7 percent; health insurance is a major expense item and we are still sorting out the final impact of health insurance reform on our plan and budget currently we are budgeting a 10.2 percent increase in BPTC funded group insurance coverage and other lines of fringe benefit related insurance. Fuel/oil is always a major element to the budget. Fuel costs have been fairly stable over the past year and we have our fuel costs locked at \$3.07 per gallon for a large percentage of our diesel fuel needs over the first six months of 2014 as part of the fuel contract with IU. We have budgeted \$3.30 per gallon for diesel in 2014 for our full quantity of fuel. Parts costs and usage have been increasing fast and as such we have budgeted for a 5 percent increase. Professional services for 2014 were budgeted a 8.9 percent increase compared to 2013. The primary reason for the increase is we have a new software support contract with DoubleMap for support of our AVL/AVA software with a contract value of \$25,000 annually. Telephone costs are down -58.87 percent due to the cellular charges for the AVL/AVA system have been moved to the software support contract under professional services and removed from telephone expense line item. Electricity costs have been budgeted to increase 24.83 percent in 2014 primarily as the result of having the new downtown transit facility open for most of the year. Other utilities such as water and gas have zero budget increases in 2014 because both line items were over budgeted in 2013. Repairs/Labor was budgeted a 10 percent increase for outside repairs that are made to vehicles. Tires/Engine/Transmission Rebuilds was budgeted a 38

percent increase as we have seen a big spike in the number of engine and transmission rebuilds due to our aging fleet. Mr. May proposed the replacement of (2) 2008 BT Access vans, a 1997 maintenance pickup truck, and a 1997 low floor minivan used for customer service.

On the revenue side of the budget, we have budgeted what we believe will be a maximum levy increase of 3 percent. COIT has been projected for a 27 percent increase as per estimates from the County, passenger fares were budgeted to increase 4.35 percent, and Federal funds were budgeted at a 6.11 percent increase that includes mobility management revenues from the New Freedom grant. State PMTF revenue was budgeted at a 1 percent increase. Mr. May said operating expenses are budgeted to increase 3.21 percent and capital expenses to increase 12.02 percent. He said the total expenditures to increase by 3.79 percent from 2013.

He noted that the Board will have further opportunity to review the preliminary 2014 Budget at the Board Meeting on July 16 before it is presented to the City Council tentatively scheduled on July 23 and then back to them in September for their final approval. The Board concurred with the preliminary budget.

Mr. May said each year we negotiate an Interlocal Cooperation Agreement with IU for compensation to BT for services rendered. He noted the services include universal access for students and faculty/staff, bus washing/fueling services for IU buses, and snow removal services for the Grimes Lane facility. Mr. May noted that the revised agreement includes a 2 percent increase for student universal access, an increase in the annual ceiling for faculty/staff from \$80,000 to \$82,500, snow removal service costs would remain unchanged at \$250 per snow event and a maximum of \$2,500 annually. Fueling and bus washing costs are proposed to decrease slightly primarily because of two reasons - first a higher wage staff member in bus wash crew has been replaced with a lower wage employee, and secondly IU's total buses washed and fueled as percentage of the total buses has decreased from 34.10 percent to 33.89 percent. IU's share of the total washing/fueling costs decreases about \$1,287 annually or 1.56 percent. The term of the contract will be a full year starting July 1, 2013 through June 30, 2014. He said a copy of the proposed Interlocal Agreement for the 2013-2014 school year is included in the board packets and Resolution 13-16 is on the agenda under New Business for the Board's consideration.

Mr. May noted work continues on the new Downtown Passenger Transfer Facility and good progress has been made in the past few weeks on the project. He said notable accomplishments include completion of all perimeter footers for the main building structure, storm water structures have arrived on site and planning for their installation is underway, steel erection began a few days ago and significant progress has been made. He said we will soon execute a change order for the project that will result in significant savings of about \$100,000 that will help offset additional costs of about \$180,000 that resulted from the removal of tanks, soil remediation, and environmental consulting and testing costs. He noted we are working on updating the project budget to reflect change orders and other additional costs and hope to have that updated budget at a future Board Meeting.

Mr. May noted that every three years BPTC must update its Title VI program to ensure that we as a recipient of Federal funds are in full compliance with Title VI of the Civil Rights Act of 1964. He said Title VI requires that federally funded transit systems ensure that no person shall on the grounds of race color or national origin be excluded from participating in or be denied the

benefits of or be subject to discrimination under any program. He noted previously Title VI programs could be updated in-house and were manageable relative to the amount of staff time required. He said the Federal Transit Administration has published a new circular that promulgates new requirements for transit systems and these new requirements require additional work as part of our Title VI program. He said the changes have imposed additional requirements and we recommend using a consultant to prepare our Title VI program this year. He said \$25,000 has been programmed in the MPO's work program to accomplish this task and 80 percent will be funded with MPO grants with BPTC picking up 20 percent of the costs. Mr. May proposed to contract with a consultant to undertake this task over the next 3 months and have it completed by October 1, 2013. Resolution 13-17 is on the agenda under New Business for the Board's consideration and would authorize the issuance of an RFP to procure professional services for this task.

Mr. May updated the Board on service changes. He said he met with Ivy Tech several times over the last few months they have been very interested in service to the campus. He said they have been served by Rural Transit for many years. Originally Rural Transit went to Ivy Tech every 30 minutes a few years ago Rural Transit went through some funding difficulties and cut their service to every 60 minutes. That has caused Ivy Tech to express greater interest in Bloomington Transit serving the campus. He said a possible service concept is to potentially branch the service on Route 3 Highland Village with one bus on the hour going down Curry Pike to Walmart and the half-hour bus going on down to Ivy Tech. That would negatively impact Highland Village, Curry Pike and Walmart which would have hourly service instead of half-hour service. Ivy Tech and the Part 48 Industrial Park would under this concept be served hourly and that is a service that BT does not currently provide. He said on/off data was collected to see how many passengers would be impacted in the Highland Village/Curry Pike/Walmart area. Approximately 120 passengers per day use the half-hour bus that were either picked up or dropped off in that area. He said we made some projections as to how many passengers we could realistically carry if we ran a bus to Ivy Tech and the estimate is 240 passengers per day. He said we must take into account the impact that a service extension would have on the BT Access service area. He said under the ADA we must provide BT Access service for eligible people to all areas within  $\frac{3}{4}$  of a mile of a fixed route. Mr. May said one exception is if you have jurisdictional boundaries where you have state or local law that limits your service area then you don't have to do that. He said the state law was eliminated but we still have the local ordinance that created Bloomington Transit that specifically says our service area is the city boundaries so we have this jurisdictional requirement that prevents us from going beyond the city limits with our BT Access service. Mr. May said the estimated cost of BT Access service if the jurisdictional boundaries were changed would be about \$57,000 annually. This additional cost would be the result of additional BT Access ridership generated for locations such as Walmart, Ivy Tech, the Part 48 Industrial Park, and other areas not currently served. He said he would like to find a way to serve Ivy Tech but we currently don't have the resources to provide such service. He said if Ivy Tech came forward and found a way through Ivy Tech funds or a partnership with the Part 48 Industrial Park to provide additional funds, we would be interested.

Mr. May said he and IU representatives will be meeting with INDOT officials on Friday, June 28 to discuss the possibility of unifying BT and IU Campus Bus, how the unified system could potentially be structured, what revenue gains could be realized if the current PMTF formula were maintained, and how this could potentially benefit the Bloomington community. Mr. May noted

that they will be meeting with Bob Zier, Director of Intermodal Planning and Larry Buckel, the INDOT Transit Manager.

Mr. May gave the Board a preview of the DoubleMap AVL system internal website. Mr. May showed an early working version of the live bus tracker and demonstrated how the technology can be used to track the real time locations of buses. Mr. May noted that we are on target to go live with the bus tracker system by mid-August 2013.

### **MESSAGES FROM THE CONTROLLER**

Controller Browning gave an overview of the May financials.

### **MINUTES**

The minutes for June 4, 2013 were presented for approval by Secretary Cartwright and seconded by Board Member Obermeyer. The minutes were approved by all Board Members.

The minutes for June 14, 2013 were presented for approval by Secretary Cartwright and seconded by Board Member Obermeyer. The minutes were approved by all Board Members.

### **CLAIMS**

The claims for June 25, 2013 were presented for approval by Secretary Cartwright and seconded by Board Member Obermeyer. The claims were approved unanimously.

### **OLD BUSINESS**

There was no Old Business.

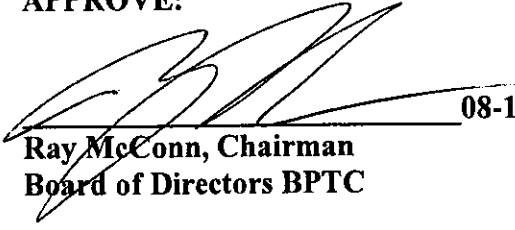
### **NEW BUSINESS**

Under New Business, Secretary Cartwright moved to approve Resolution 13-16; a resolution approving the Interlocal Cooperation Agreement between the Bloomington Public Transportation Corporation and Indiana University for the 2013-2014 school year and authorizing the Chairman to execute the agreement. The motion was seconded by Board Member Obermeyer. Resolution 12-13 was approved by all Board Members except Vice Chairman McDaniel who abstained.

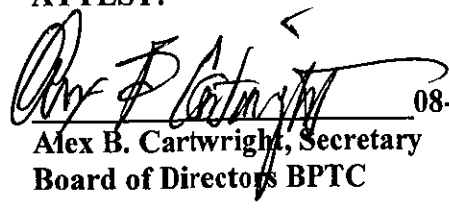
Also under New Business, Board Member Obermeyer moved to approve Resolution 13-17; a resolution authorizing the issuance of a Request for Proposals for professional services to develop an updated Title VI program. The motion was seconded by Board Member Hasler. Resolution 13-17 was approved unanimously by all Board Members.

**ADJOURNMENT**

**APPROVE:**

  
08-13-13  
Ray McConn, Chairman  
Board of Directors BPTC

**ATTEST:**

  
08-13-13  
Alex B. Cartwright, Secretary  
Board of Directors BPTC